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8 November 1977

MEMORANDUM FOR: See Distribution

SUBJECT : Supporting the Director in Meetings
with White House Staff and Cabinet Officers

REFERENCE : ES 77-6 dtd 3 May 77; Subj: Servicing
DCI Requirements and Your Needs

25X1 1. [] According to the Director's projected calendar, he is tentatively scheduled to meet with the following senior official:

Thursday, 10 November

1815 Secretary Brown

25X1 2. [] Our records indicate that the Director has requested additional information from your office (see attached) to support him in his meeting with the above-named senior official.

25X1 3. [] It is requested that you forward an appropriate response, if required, to the Director as outlined in paragraph 2a of reference above. Please include in your response a copy of the Director's original memorandum and highlight those portions you are answering.

25X1 4. [] To provide the Director with sufficient time to review your materials prior to his meeting, please have them delivered to this office by COB the night before the scheduled meeting. The Executive Secretariat will continue to consolidate the materials from the various offices for the Director as required.



25X1

Deputy Executive Secretary

Attachment

Distribution:

C/Action Staff/NFAC
EO/DDO

(EXECUTIVE REGISTRY FILE)

*Cabinet Room
White House*

Internal Distribution:

Orig - ES Chrono

(1) - ER

Info:

Cdr McMahon

25X1

25X1

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<u>Subject</u>	<u>ER Number</u>	<u>Remarks</u>
Conversation with Deputy Secretary of Defense, 15 Oct (17 Oct)	77-9462	

Conversation with Secretary
Brown, 1 Nov (2 Nov)



25X1

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<u>Subject</u>	<u>ER Number</u>	<u>Remarks</u>
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Conversation with Secretary Brown, 15 Oct (26 Oct)	77-9519	
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Conversation with Secretary Brown, 1 Nov (2 Nov)	[Redacted]	25X1
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